



Building Department  
380 Great Road  
Stow, Ma. 01775

Please Note:

Permits will not be issued without the following:

- a. Certificate of Insurance Liability
- b. Photo I. D. of installer
- c. Photocopy of installer's Comm. Of Ma.  
Registration license card
- d. Payment for permit at time of issue.



**TOWN OF STOW  
APPLICATION FOR PERMIT TO BUILD**

PERMIT # \_\_\_\_\_  
DATE ISSUED \_\_\_\_\_

New Building \_\_\_\_\_ Addition \_\_\_\_\_ Alteration \_\_\_\_\_ Repair \_\_\_\_\_ Roofing \_\_\_\_\_ Siding \_\_\_\_\_ Pool \_\_\_\_\_  
Deck \_\_\_\_\_ Solar \_\_\_\_\_ Mechanical \_\_\_\_\_ Demolition \_\_\_\_\_ Change of Use/Occupancy \_\_\_\_\_

Date Submitted \_\_\_\_\_ Proposed Work \_\_\_\_\_

BUILDING PERMIT FEE \_\_\_\_\_ (as calculated by Inspector)  
Electrical Permit Fee \_\_\_\_\_

*Acceptance of this application shall not be deemed as approval to proceed with the construction. Permit applications will not be considered for issuance unless all required data is submitted with this application. Please type or print in black ink.*

LOCATION \_\_\_\_\_ ASSESSORS' MAP \_\_\_\_\_ PARCEL \_\_\_\_\_  
No. Street Lot No.

Zoning District \_\_\_\_\_ Lot Area \_\_\_\_\_ sq. ft. Variance approved \_\_\_\_\_  
Lot Frontage \_\_\_\_\_ Setbacks: Left side \_\_\_\_\_ Right side \_\_\_\_\_ Front \_\_\_\_\_ Rear \_\_\_\_\_

Square footage: First floor \_\_\_\_\_ Second floor \_\_\_\_\_ Garage \_\_\_\_\_ Decks \_\_\_\_\_ Basement \_\_\_\_\_  
No. of Bedrooms \_\_\_\_\_ In wetland district (100-ft. buffer) \_\_\_\_\_ Notice of Intent filed \_\_\_\_\_

COST OF CONTRACT for construction (without land) \$ \_\_\_\_\_

**OWNER, TENANT, ARCHITECT AND CONTRACTOR INFORMATION**

NAME

ADDRESS

PHONE

OWNER \_\_\_\_\_

TENANT \_\_\_\_\_

ARCHITECT \_\_\_\_\_

ENGINEER \_\_\_\_\_

CONTRACTOR \_\_\_\_\_

OTHER \_\_\_\_\_

CONTRACTOR'S LICENSE NUMBER \_\_\_\_\_

CONTRACTOR'S REGISTRATION NUMBER \_\_\_\_\_

**CERTIFICATION** (read before signing): *The undersigned hereby certifies that he/she has examined this application and that the proposed work is subject to the provisions of the Massachusetts State Building Code and other applicable laws and ordinances accurately represented in the statements made in this application, and the work shall be carried out in accordance with the foregoing statements and in compliance with the provisions of laws and ordinances in effect on the date of this application. I further certify that no occupancy or use of the structure built hereunder shall occur until the Building Inspector issues an Occupancy Permit (separate application).*

OWNER ACTING AS CONTRACTOR/SUPERVISOR \_\_\_\_\_

Signatures:

Owner \_\_\_\_\_ Contractor \_\_\_\_\_ Bldg. Insp. \_\_\_\_\_

# **TOWN OF STOW**

## **Building Department & Zoning Enforcement**

Stow Town Building  
380 Great Road, Stow, MA 01775-1122  
Telephone (978) 897-2193 FAX (978) 897-4534

George A. Scraggs  
INSPECTOR OF BUILDINGS

Donald A. Scraggs  
LOCAL INSPECTOR

## **BUILDING PERMIT, JOB CARD & POSTING PROCEDURES**

When the application is approved and signed by the Inspector of Buildings, a copy becomes the building permit. Along with this, the applicant will receive a signed building permit card. This card is an inspection record and must be posted in a location visible from the street and accessible for Inspectors' signatures. The approved plans must also be on the job site for reference by the Inspectors. All inspections require a 24-hour notice, and the Department will respond within 48 hours.

**Amendments to Application (Section 113.8, Building Code):** Subject to the limitations of Section 113.8 of the Building Code, no amendments or revisions to a plan or other records accompanying the same may be made until the proposed changes have been filed with and approved by the Inspector of Buildings; and such approved amendments shall be deemed part of the original application and shall be filed therewith.

**Revocation of Permits (Section 114.7, Building Code):** The Inspector of Buildings may revoke a permit or approval issued under the provisions of this code in case of any false statement or misrepresentation of fact in the application or the plans on which the permit or approval was based.

**Unless otherwise stated by the Inspector of Buildings, the chronological order of inspections will be as follows and must be adhered to:**

1. Excavation of holes for determination of soil characteristics and bearing capabilities.
2. Completed foundation, footings, drains and waterproofing.
3. Electrical, plumbing, gas, Fire Department and other applicable rough inspections.
4. Frame inspection.
5. Insulation inspection.
6. Electrical, plumbing and gas final inspections.
7. Fire Department and/or other town department or agency inspections as required.
8. For new dwellings, a certified plot plan must be submitted.
9. Final for Certificate of Occupancy (only after 1 through 7 are completed and signatures are on permit card).

## **CLEARANCE SLIPS:**

1. Board of Health - well and sewage.
2. Conservation Commission - property map and parcel number.
3. New Construction - driveway permit.

With regard to repair, exterior alteration and/or demolition of an historic structure which appears on the Stow Historic Inventory, or which is over fifty (50) years old, the Historical Commission requests to be contacted before work is begun, either in writing or by telephone.

**When permit is required (Section 113.1, Building Code):** It shall be unlawful to construct, enlarge, alter, repair, remove or demolish a structure; or to change the use of occupancy of a building or structure; or to install or alter any equipment for which provision is made or the installation of which is regulated by this Code without first filing a written application with the building official and obtaining the required permit therefor.

**Compliance with Code (Section 115.1, Building Code):** The permit shall be a license to proceed with the work and shall not be construed as authority to violate, cancel or set aside any of the provisions of this code, except as specifically stipulated by modification or legally granted variation in accordance with Section 126.0.

**Compliance with Permit (Section 115.2, Building Code):** All work shall conform to the stamped or endorsed application and plans for which the permit has been issued and any approved amendments thereto.

**Change in Site Plan (Section 115.3, Building Code):** No lot or site shall be changed, increased or diminished in area from that shown on the official site plan, as specified in Section 113.6, unless a revised plan showing such changes, accompanied by the necessary affidavit of owner or applicant, shall have been filed and approved.

## **PERMIT FEES:**

If the permit is granted, it will be issued at the Building Department office when the fee, determined by the Building Inspector, is presented.

- (a) Approximately \$5.00 per \$1,000 of construction cost (cost will be computed by the Building Department).
- (b) Minimum fee: \$25.00.
- (c) Reinspection fee: \$10.00.
- (d) Reissue of expired permit: \$10.00

## **PLANS:**

1. Three (3) plot plans of the lot showing the location of the proposed structure, the well site and the sewage disposal system. Any existing buildings on the lot must also be shown. The plot plan must include highway culverts which are existing. The plot plan must be certified by a registered land surveyor.
2. Three (3) construction drawings, plan, section, elevation shall be submitted with the applicant. On new structures, architectural, structural, mechanical and civil engineer's drawing, details, specifications and engineering computations may be necessary.

In the case of small alterations and small additions, a neatly drawn construction plan and a section view of the structure with the proposed addition, etc., in either pen or pencil, MAY be accepted.

## **NEW CONSTRUCTION**

No work shall commence until a certified site plan has been provided to the Building Inspector.

Site and As-Built Plan shall include:

- a. Dark Line drawing 24 X 30;
- b. Property lines;
- c. Sewer systems;
- d. Contour lines designating grades of foundation and septic system grades;
- e. Ground water elevation within 50' of foundation location;
- f. All structures, drainage and easements;
- g. Well location;
- h. The Plan must have the Engineer's or surveyor's stamp and signature;

## **AS-BUILT PLAN**

At the time the buildings contained within the development are ready for occupancy and prior to the issuance of a certificate of occupancy, the applicant shall have prepared and certified by a Registered Professional Engineer or Land Surveyor an "As-Built Plan" drawn with dark lines.

OTHER PERMITS REQUIRED, IF APPLICABLE:

Electrical Wiring  
Plumbing  
Gas

Fire Alarm (two sets of plans required)  
Oil Burner  
Woodburning or Coalburning Stove

Fire Alarm Requirements: Substantial additions or renovations may require the installation of a fire alarm system in the structure. It is advised the Wire Inspector be contacted for clarification.

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BUILDING INSPECTOR: George A. Scraggs, Town Building, Room 206 897-2193

WIRE INSPECTOR: Charles A. Saari, 140 Stow Road, Harvard [REDACTED]  
Deputy Wire Inspector: Kenneth A. Desmond

PLUMBING INSPECTOR: Eric S. Sahlberg, 598 Great Road [REDACTED]  
Deputy Plumbing Inspector: Paul J. Dickhaut

GAS INSPECTOR: William E. Freeman, Jr., 31 River Street, Maynard [REDACTED]  
Deputy Gas Inspector: Paul J. Dickhaut

HEALTH AGENT: John Wallace, Town Building, Room 207 897-4592

FIRE DEPARTMENT: 16 Crescent Street 897-4537

CONSERVATION COMMISSION: Town Building, Room 208 897-8615

PLANNING BOARD: Town Building, Room 208 897-5098



James J. Campbell  
Commissioner

# COMMONWEALTH OF MASSACHUSETTS

DEPARTMENT OF INDUSTRIAL ACCIDENTS

600 WASHINGTON STREET

BOSTON, MASSACHUSETTS 02111

## WORKERS' COMPENSATION INSURANCE AFFIDAVIT

I, \_\_\_\_\_

(licensee/permittee)

with a principal place of business/residence at:

\_\_\_\_\_  
(City/State/Zip)

do hereby certify, under the pains and penalties of perjury, that:

☐ I am an employer providing the following workers' compensation coverage for my employees working on this job.

\_\_\_\_\_  
Insurance Company

\_\_\_\_\_  
Policy Number

☐ I am a sole proprietor and have no one working for me.

☐ I am a sole proprietor, general contractor or homeowner (circle one) and have hired the contractors listed below who have the following workers' compensation insurance policies:

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Insurance Company/Policy Number

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Insurance Company/Policy Number

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Insurance Company/Policy Number

☐ I am a homeowner performing all the work myself.

NOTE: Please be aware that while homeowners who employ persons to do maintenance, construction or repair work on a dwelling of not more than three units in which the homeowner also resides or on the grounds appurtenant thereto are not generally considered to be employers under the Workers' Compensation Act (GL C. 152, sect. 1(5)), application by a homeowner for a license or permit may evidence the legal status of an employer under the Workers' Compensation Act.

I understand that a copy of this statement will be forwarded to the Department of Industrial Accidents' Office of Insurance for coverage verification and that failure to secure coverage as required under Section 25A of MGL 152 can lead to the imposition of criminal penalties consisting of a fine of up to \$1500.00 and/or imprisonment of up to one year and civil penalties in the form of a Stop Work Order and a fine of \$100.00 a day against me.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_

\_\_\_\_\_  
Licensee/Permittee

\_\_\_\_\_  
Licensor/Permittor

**TOWN OF STOW**

**AFFIDAVIT**

**Home Improvement Contractor Law  
Supplement to Permit Application**

MGL c. 142A requires that the "reconstruction, alteration, renovation, repair, modernization, conversion, improvement, removal, demolition or construction of an addition to any pre-existing owner-occupied building containing at least one but not more than four dwelling units....or to structures which are adjacent to such residence or building" be done by registered contractors, with certain exceptions, along with other requirements.

Type of Work \_\_\_\_\_ Est. Cost \_\_\_\_\_

Address of Work \_\_\_\_\_

Owner Name \_\_\_\_\_

Date of Permit Application \_\_\_\_\_

I hereby certify that:

Registration is not required for the following reason(s):

- \_\_\_\_\_ Work excluded by law
- \_\_\_\_\_ Job under \$1,000
- \_\_\_\_\_ Building not owner-occupied
- \_\_\_\_\_ Owner pulling own permit
- \_\_\_\_\_ Other (specify) \_\_\_\_\_

Notice is hereby given that:

OWNERS PULLING THEIR OWN PERMIT OR DEALING WITH UNREGISTERED  
CONTRACTORS FOR APPLICABLE HOME IMPROVEMENT WORK DO NOT  
HAVE ACCESS TO THE ARBITRATION PROGRAM OR GUARANTY FUND  
UNDER MGL c. 142A.

Signed under penalties of perjury:

I hereby apply for a permit as the agent of the owner:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Registration No.

**OR:**

Notwithstanding the above notice, I hereby apply for a permit as the owner of the above property:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner Signature



**Emergency action, Step 3 - Amend Section J1.1.2.3.1 as presented below:**

**J1.1.2.3.1 Additions to existing buildings:**

Additions to existing buildings or structures shall comply with one of the applicable criteria below:

1. The new addition, by itself, shall conform to the applicable provisions of Appendix J, or;
2. The new addition plus the existing building/dwelling unit may be considered together to ensure compliance with all applicable provisions of Appendix J, or;
3. Additions that are open to or separated by an exterior wall from the existing house/dwelling unit shall meet the prescriptive envelope component criteria of Table J1.1.2.3.1. The total area (rough opening or unit dimensions) of glazed fenestration products (windows, skylights, and glazed portion of doors) shall not exceed 40% of the gross wall and gross ceiling area of the addition combined. If any individual fenestration component exceeds the maximum U-value listed in Table J1.1.2.3.1, then the area-weighted average U-value for all fenestration components must be less than or equal to the listed value. The R-value requirements for opaque thermal envelope components indicate insulation products (cavity and/or insulating sheathing), and shall be equal to or exceed the applicable listed values found in Table J1.1.2.3.1. If such additions are separated from the main house by a wall and are conditioned, then a readily accessible manual or automatic means shall be provided to partially restrict or shut off the heating and/or cooling input to the addition space. That portion of a wall that separates the addition from the existing building/dwelling unit, if an existing exterior wall, shall be allowed to remain and neither that portion of said wall or any fenestration within said portion of wall common to the addition need comply with the thermal envelope requirements of Appendix J.

**TABLE J1.1.2.3.1**  
**Prescriptive Envelope Component Criteria Additions to**  
**Existing Low-Rise Residential Buildings**

MAXIMUM	MINIMUM				
Fenestration U-value	Ceiling R-Value	Wall R-Value	Floor R-Value	Basement Wall R-Value	Slab Perimeter R-Value and Depth
0.39	R-37 <sup>1</sup>	R-13	R-19	R-10	R-10, 4 ft

<sup>1</sup> R-30 ceiling insulation may be used in place of R-37 if the insulation achieves the full R-value over the entire ceiling area (i.e. - not compressed over exterior walls, and including any access openings.)



# TOWN OF STOW

BUILDING DEPARTMENT

## HOMEOWNER LICENSE EXEMPTION

Please print.

DATE \_\_\_\_\_

JOB LOCATION \_\_\_\_\_  
Number Street address Section of town

"HOMEOWNER" \_\_\_\_\_  
Name Home phone Work phone

PRESENT MAILING ADDRESS \_\_\_\_\_

\_\_\_\_\_  
City/town State Zip code

The current exemption for "homeowners" was extended to include owner-occupied dwellings of six units or less and to allow such homeowners to engage an individual for hire who does not possess a license, provided that the owner acts as supervisor. (State Building Code Section 109.1.1)

### DEFINITION OF HOMEOWNER:

Person(s) who owns a parcel of land on which he/she resides or intends to reside, on which there is, or is intended to be, a one to six family dwelling, attached or detached structures accessory to such use and/or farm structures. A person who constructs more than one home in a two-year period shall not be considered a homeowner. Such "homeowner" shall submit to the Building Official, on a form acceptable to the Building Official, that he/she shall be responsible for all such work performed under the building permit. (Section 109.1.1)

The undersigned "homeowner" assumes responsibility for compliance with the State Building Code and other applicable codes, by-laws, rules and regulations.

The undersigned "homeowner" certifies that he/she understands the Town of Building Department minimum inspection procedures and requirements and that he/she will comply with said procedures and requirements.

HOMEOWNER'S SIGNATURE \_\_\_\_\_

APPROVAL OF Building Commissioner \_\_\_\_\_

Note: Three family dwellings 35,000 cubic feet, or larger, will be required to comply with State Building Code Section 127.0, Construction Control.



OFFICE OF THE  
INSPECTOR OF BUILDINGS

STOW, MASSACHUSETTS 01775

INFORMATION CLEARANCE  
BOARD OF HEALTH

Date \_\_\_\_\_

Name(s) and address of property owner:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No.

\_\_\_\_\_

Location of Property

\_\_\_\_\_  
\_\_\_\_\_

Property Map and Parcel No.

\_\_\_\_\_

Scope of Work:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

=====

Board of Health Approval

by: \_\_\_\_\_



Town of Stow  
Conservation Commission

380 Great Road  
Stow, Massachusetts 01775  
(978) 897-5098 or 897-8615

**Application For Clearance Prior To Issuance Of A Building Permit**

Location of Property: \_\_\_\_\_  
Address \_\_\_\_\_ Map & Parcel # \_\_\_\_\_

Property Owner: \_\_\_\_\_  
First/Last Name \_\_\_\_\_  
Street Address \_\_\_\_\_ Town/State/Zip Code \_\_\_\_\_ Telephone Number \_\_\_\_\_

**Describe Work Proposed:**

Include sketch or plot plan showing existing structures, proposed work, placement of both well and septic system, wetlands marking, ie, floodplain, pond, brook, river, etc.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Do Not Write In This Space**

( ) The work proposed for the area shown on the plan is **not within the jurisdiction** of the Conservation Commission according to MGL CH 131, Sec. 40 and the Town of Stow Wetlands Bylaws.

( ) The work proposed for the area shown on the plan is **within the jurisdiction** of the Conservation Commission under MGL CH 131, Sec. 40 and the Town of Stow Wetlands Bylaw. The applicant is required to submit the following filing to the Conservation Commission. ( ) Request for Determination ( ) Notice of Intent

( ) The following conditions shall apply to this clearance: \_\_\_\_\_

**Site Inspection Report:** (Use back of form if more space required.)

Commissioner: \_\_\_\_\_ Date: \_\_\_\_\_